

JOB DESCRIPTION

Education Consultant 2 – (EXECUTIVE SERVICE) Systems and Analytics Specialist

The systems and analytics specialist is responsible for:

- Oversight of the management information system (MIS) (currently Jobs4TN)
- Assessment systems (currently CASAS and TABE)
- Learning management system, the grants management system, and the HiSET voucher system
- Oversight of these systems includes working with the developers for troubleshooting and customization, and providing access and privileges to administrators and users. It also includes any “behind-the-scenes”, high-level setup that is required.
- Review and correct data quality and integrity for federal and state reporting

The specialist must understand and stay current on adult education business rules to ensure accurate data collection and reporting. This person must stay current on NRS technical guidance and NRS reports to ensure accurate reports are available to local programs, the state, and OCTAE. She must submit annual performance reports to OCTAE.

The specialist utilizes available datasets to create live dashboards and/or reports (with charts, graphs, etc.) for use by management, which should include areas such as performance, budgets, demographics, HiSET scores, voucher usage, and various program metrics (e.g., ESL, IET, or diploma metrics). Reports should be generated to reflect various levels of aggregated data, i.e., statewide, regional, and local level data. A strong skill set in spreadsheets (utilizing formulas, charts, graphs, and tables) is required. Experience in generating data from data bases by building queries is a plus.

The specialist analyzes data and builds out reports using available data to inform performance and best practices. The specialist will use data and reports for desktop monitoring purposes in order to guide technical assistance needs. This person will also assist local programs in developing their own data, systems, and reporting practices, and other responsibilities as designated by management.

Minimum Qualifications

- Bachelor's Degree in computer science, math, statistics, or information systems
- Advanced knowledge of Microsoft suite
- Experience using SQL
- Skills in analyzing and presenting data
- Data visualization, including populating, organizing, and analyzing data in Excel or Google Sheets

Preferred Qualifications

- Master's Degree computer science, math, statistics, or information systems
- Three years of data analytics experience
- Knowledgeable about Adult Education and the Workforce Innovation and Opportunity Act
- Experience in working with labor or education data sets and analytics
- Experience managing MIS, CRM, LMS, and assessment systems

Information regarding State of Tennessee benefits:

<https://www.tn.gov/hr/topic/benefits>

How to Apply:

- Please submit resume and cover letter outlining your related experience to Ian.White@tn.gov and Jay.Baker@tn.gov
- All email submissions must include in the subject line: Education Consultant 2

Compensation:

Minimum monthly salary is \$4,295.00

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.